



City of Austin - JOB DESCRIPTION



AE Distribution GIS Supervisor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10364	Salary Grade:	ZM0
Approved:	December 10, 2009	Last Revised:	December 17, 2009

Purpose:

Responsible for supervising the daily activities and operations of Distribution and Geographic Information System (GIS) personnel in the performance of planning, and design for construction, maintenance, and operational activities; including GIS and One Call Utility Locating services. This position is responsible for ensuring the safety of Austin Energy and COA personnel and the general public engaged in excavation activities.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops and implements short and long range plans, programs, and personnel to provide GIS and One Call services to include planning, design, construction, maintenance, excavation, and operational distribution activities.
2. Determines goals, objectives, and resource requirements for activities.
3. Develops, revises, and implements standard operating practice, policy, and procedure to ensure data accuracy and reliability, GIS technical and quality assurance and standards, and documentation.
4. Develops, implements, and maintains a quality control program to ensure compliance with state, federal and local regulatory and legal requirements.
5. Develops and negotiates contracts, manages the implementation of contracts, ensures compliance with the terms and conditions and all applicable City of Austin, state and federal requirements.
6. Coordinates GIS issues, field investigations, and storm damage assessment.
7. Works closely with construction crews and Energy Control Center personnel on existing and new development projects, large scheduled outages, and system restoration efforts by providing system utility data that diagrams where AE infrastructure is located.
8. Prepares and administers the GIS budget, ensures business unit operates within appropriated budget. Plans and directs the purchase of new equipment and software for the enhancement of GIS Services and One Call Section.
9. Manages the development of all GIS training and testing programs, monitors training, and/or provides training of subordinates.
10. Represents Austin Energy on the COA Corporate GIS Operating Board, the COA GIS User's Group, ARGIS (Austin Regional Geographic Information System), and the FGDC (Federal Geographic Data Committee).
11. Responds to and resolves inquiries, complaints, and issues from both internal and external customers.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of Federal, State, Local laws, ordinances, and regulations as applicable to the development and implementation of a GIS.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of core requirements for use of GIS in an Electric Utility

Knowledge of project management techniques and principles.

Knowledge of fiscal planning and budget preparation.

Knowledge of contract administration, current literature, developments and trends in the field of GIS, and automated mapping and facilities management.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in handling conflict and uncertain situations.

Ability to quickly recognize and analyze irregular events.

Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in Geographic Information Science, Planning, Engineering, Computer Science, Business, Public Administration, or in a field related to the job, plus four (4) years related experience in developing and implementing a comprehensive electric utility geographic information system.

Masters degree may substitute for experience up to a maximum of two (2) years.

Experience may substitute for education up to four (4) years.

Licenses and Certifications Required:

Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.